

Pandemic Flu Mitigation & Action Checklist #1

- Identify a district committee to provide guidance to school sites regarding pandemic flu preparations.
- District committee review district communicable disease policies and procedures. Determine any additional policies/procedures that may need to be in place and what translation needs to be done.

District committee may also do such things as:

- Develop a communication plan for possible school closures.
 - Determine the length of time a student needs to be in school for revenue generation.
 - Work with human resources regarding schools functioning with 30 percent of work force absent. Look at alternatives of staggered school times, changes in bussing, and telecommunication.
 - Work with the business office regarding payroll continuation with 30 percent of work force absent.
 - Order from local county health department the Stop Germs, Stay Healthy poster for all classrooms in the district.
 - Develop system for receiving daily reporting on numbers of students and staff absent because of flu.
- Each school identify a committee of three to four persons responsible for developing a timeline and overseeing the implementation of pandemic flu preparations, possible interventions, and an Incident Command Center that receives communication from the district office and the local county health department. The committee will provide communication to staff, families, and students.

School site committee may do such things as:

- Identify individual(s) to educate staff about pandemic flu.
- Identify individual(s) to educate students about hand-washing, covering cough with a tissue, and staying home when sick.
- Identify individual(s) to educate families about pandemic flu and school plan.

- Identify individual to make sure each room has either soap and running water for hand-washing and if not provide alcohol-based hand-washing product. Place Kleenex in each room.
- Distribute and post in each classroom the Stop Germs, Stay Healthy poster.

Supporting Documents:

Local County Public Health Department Pandemic Flu fact sheet

<http://www.metrokc.gov/health/prevcont/pandemic-flu.htm>

<http://www.metrokc.gov/health/stopgerms/>

http://www.who.int/csr/disease/avian_influenza/updates/en/

<http://www.cdc.gov/flu/avian/index.htm>

Local County Public Health Department Pandemic Influenza and You fact sheet October 3, 2005

<http://www.cdc.gov/ncidod/op/handwashing.htm>

http://www.microbe.org/washup/wash_up.asp

Pandemic Flu Preparedness – Action Checklist #2

- Review current district pandemic flu plans.
- Review current school pandemic flu plans.
- Review current Local County Health Department pandemic flu plans.
- Continue educating staff, families, and students on pandemic flu prevention and plans for the school.

Develop at each school an incident command center management protocol to include the following activities:

- Identify chain of command in case of illness. Establish a back-up command adding at least additional tiers.
- Develop procedures for communicating with staff, students and families.
- Identify information to be translated. Identify which languages are represented in student population.
- Identify and recruit translators; translate information into a template form so that only minor changes will need to be made at time of outbreak.
- Develop procedures for communicating with Local County Health Department and the media.
- Identify procedure for communicating possible school schedule changes, bussing changes and school closure guidelines.
- Review procedures for sending ill individuals home and make adjustments if necessary.

Pandemic Flu Response – Action Checklist #3

- Identify the number of staff and students daily absent with pandemic flu.
- Report numbers absent to district office and the Local County Health Department if they are requesting this information.
- Have translators review information templates and finalize the information that will be provided to non-English speaking families.
- Activate your incident command management system if necessary.
- Establish the information that needs to be communicated to staff, students, and families.
- Hold faculty/staff meeting and provide information on extent of infection at school site and possible changes that may take place at the school.
- Document actions taken.
- Conduct timely debriefings to identify lessons learned and make necessary changes to the response plan.

Pandemic Flu Recovery – Action Checklist #4

Pre-planning for recovery:

- Identify and pre-screen health and grief service providers.
- Develop template letters.
- Provide training for school staff regarding grief and possible health problems.

Recovery

- Mobilize the Crisis Recovery Team that provides emotional-psychological support. If there is a loss of life in the school community establish location site or “Safe Room” for counseling services to be provided.
- Hold faculty/staff meeting and provide information on extent of pandemic flu in the community and activities that may assist students; signs and symptoms to look out for and safe room function and location. Also announce counseling support services available to faculty and staff.
- Announce counseling support services that are available to students.
- Provide rest places for those who tire easily.
- Provide physical assessments if needed if staff are available or make appropriate community health referrals.
- Send letter home to families.
- Make educational materials available to families on topics such as how to support your student with their recovery from pandemic flu, common symptoms of loss and grief, and constructive ways to cope with stress.
- Make educational materials available to staff on topics such as recovering from the flu, and common symptoms and constructive ways to cope with stress.
- Establish working relationship with Employee Assistance Programs.
- Identify students, families and staff who may need long-term physical and mental health support or intervention and develop the school and community resources to provide these services.
- Monitor the effects of cumulative stress on caregivers such as office staff, school nurses, teachers, aides, school counselors and other crisis team members.

- Modify work roles and responsibilities or add volunteer or support staff as needed.
- Consider offering school-based health and mental health services if available by community, university, or public/non-profit mental health agencies and identify funding to support these services.
- Follow-up with student referrals made to community agencies.
- Conduct debriefings with Crisis Recovery Team.
- Document “lessons learned” and incorporate them into revisions and trainings.
- Assess if Crisis Recovery Team needs additional training, as needs arise.
- File appropriate reports.
- Plan a response for the anniversary period several months in advance, including a needs assessment to identify students at continued risk.

Supporting Documents:

- ❖ Teachers Guidelines for Crisis Response, The American Academy of Experts in Traumatic Stress, (1999)
- ❖ Helping Children Deal with Tragic Events in Unsettling Times Tips for Parents and Teachers, National Association of School Psychologist, (2001).
www.nasponline.org
- ❖ Coping with a Traumatic Event, The Center for Disease Control
- ❖ A Checklist for School Personnel to Evaluate and Implement the Mental Health Component of Your School Crisis and Emergency Plan. The National Center for Child Traumatic Stress.
- ❖ The Institute for Trauma and Stress at The NYU Child Student Center: Caring for Kids After Trauma and Death: A guide for Parents and Professionals (2002)
www.keymemories.com/911%20Tribute/nNYU.htm
- ❖ Five Steps to Flu Recovery
www.findarticles.com/p/articles/mi_m1355/ls_a_103/ai_96238128